



**Town of Arlington, Massachusetts**  
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## Minutes 06/10/2013

Arlington Cultural Council Minutes  
 Monday, June 10, 2013, 7:30 pm  
 4th Floor Conference Room, Robbins Library

Present: Karin Blum, Eliza Burden, Becky Holmes-Farley, Maggie Husak, Margaret Moore, Scott Samenfild, and Wendy Glaas  
 Pat Myers, prospective member  
 Absent: Margaret (Margo) Barrett, Joe Burns, Kurt Fusaris, Stephanie Marlin-Curiel, Martha Sheehan

At 7:40pm the meeting was called to order.

### ITEM 1 Approval of May Minutes

The May meeting minutes were reviewed and APPROVED unanimously.

### ITEM 2 RFPs

- 2013- 22 Arlington Musicians Alice and Kicking Parul Vitani submitted RFP, Eliza will deliver to Martha signed
- 2013-12 NEGASS performed for the 3rd graders at Bishop on June 5. Eliza attended and reported that the program was a success.

### ITEM 3 Grantee Reception 2014

Maggie and Eliza visited Arlington Friends of the Drama to see if it might work as a grantee reception venue in 2014. They recommended that we use that space next year; AFD is holding Monday April 7 for us. Eliza will confirm that we would like to use the space that day. AFD may be able to provide some entertainment for the program as well.

### ITEM 4 Report on Outstanding Grants (Eliza)

- 2012-06 EcoFest Rain Garden Signage New garden installed at Hardy School. Eliza reported that signage is still on track to be finished by August 31 deadline

### ITEM 5 Town Day Planning

- Eliza has submitted a request for a Town Day booth. She did not ask for Lamson Way since we will not be coordinating an art project this year. If several of this year's grantees want to participate in our Town Day booth we may go back to the organizers and request the larger space.
- Karin will send out an email to all grantees to see if they have interest in participating in our Town Day booth. She will given them a July 1 deadline; the Council will get back to grantees who will participate in mid to late July (following July 8 meeting). Becky mentioned that Margaret Moody has already expressed interest in participating with her puppets.
- Maggie and Eliza will be away for the August 12 ACC meeting.

### ITEM 6 Roles/Recruitment

Martha will be stepping down from the Council next month. She will be sorely missed! Maggie will have a conversation with Martha and/or Sharon to learn more about the treasurer's role. She may be willing to take on this position if the workload is manageable. Stephanie and Kurt will be stepping down from the Council over the summer as well, so we need to recruit at least 2 more people. We will post announcements for positions on the Council in the following places:

Facebook

Arlington Parent's List

ACC Website

PTOs

Past grantees

ACC Email list

ACA

Arlington List

### Grantee reception list

Specific skills we are looking for are financial management, graphic design, and artists in general.

#### ITEM 7 Grant Cycle Business

- Eliza will ask Margo if she will spearhead publicity for the 2014 grant cycle.
- Wendy volunteered to review and revise grant application guidelines for 2014. She will add a request for double sided copies from applicants.
- We could publicize at a table at the summer Farmers Market. Eliza will check in with Patsy Kraemer about this opportunity.

#### ITEM 8 New Business

- The Council agreed to try Dropbox as an electronic file sharing system. Margaret will put documents in the folder, including past meeting minutes, job descriptions for officer roles, post mortem for reception planning, and council recruitment document.
- Margaret will also update the council recruitment document with information on roles and responsibilities. The Council agreed that new members should expect to take on a specific role on the Council six months after their official appointment.
- Pat Myers stated her interested in joining the Council; we will vote on this new membership at our next meeting.

#### Upcoming Events

Monday, July 8, Community Room (Lower Level), Robbins Library, 7:30pm, ACC Meeting  
 Saturday, July 13, Broadway Plaza, 12-5pm, Regent Theatre, 6:30-9:30pm, Arlington Alive Summer Arts Block Party  
 Monday, August 12, Community Room (Lower Level), Robbins Library, 7:30pm, ACC Meeting  
 September 21 - Town Day - set up by 8, event til 3  
 Monday, September 9, Location TBD, 7:30pm, ACC Meeting  
 Grant workshop - September 25, 7-9pm - Location TBD (Robbins Conference Room?)  
 Grant presentations - November 6 & 7, 7:00pm - Location TBD (Town Hall?)  
 Grant deliberations - November 17 - Location TBD (Jefferson Cutter House?)

#### Dates to Remember

September 1 - Grant applications available  
 October 15 - Grant application deadline  
 April 7, 2014 - Grantee reception